OREGON PERS

PUBLIC EMPLOYEES RETIREMENT SYSTEM

Detail 2 - Wage and Service Record

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Employer Service Center

February 18, 2026

Agenda

- Quick reminders
- Detail 2 Wage and Service record
- ESC help and support
- Questions and answers

Quick reminders

- Top four steps checklist
- Running reports
- Shoot for the star

Quick reminders

Top four steps checklist

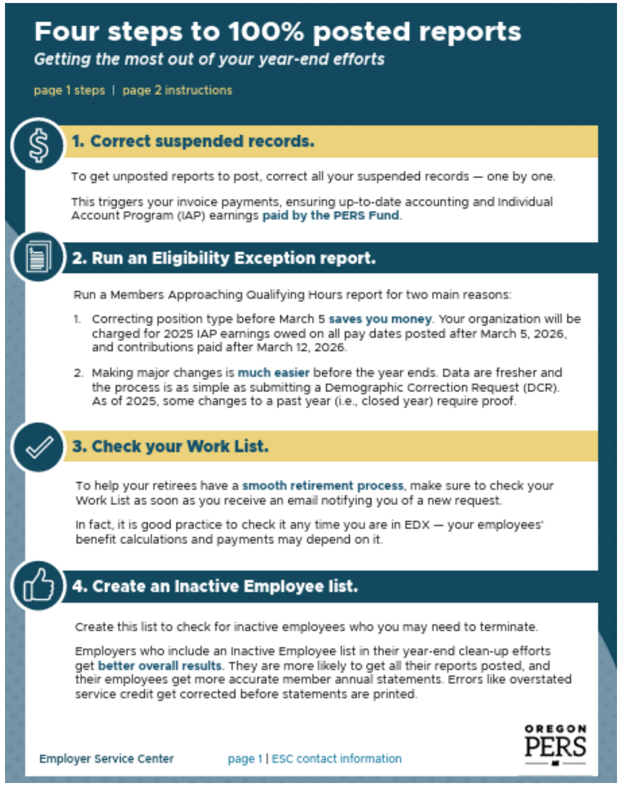
Correct and save all suspended records so that your reports post.

Run an Eligibility Exception report.

Check your Work List.

Create an Inactive Employee list.

Download a copy of the checklist:



Four steps to 100% posted reports

Getting the most out of your year-end efforts

page 1 steps | page 2 instructions

1. Correct suspended records.

To get unposted reports to post, correct all your suspended records — one by one.

This triggers your invoice payments, ensuring up-to-date accounting and Individual Account Program (IAP) earnings **paid by the PERS Fund**.

2. Run an Eligibility Exception report.

Run a Members Approaching Qualifying Hours report for two main reasons:

1. Correcting position type before March 5 **saves you money**. Your organization will be charged for 2025 IAP earnings owed on all pay dates posted after March 5, 2026, and contributions paid after March 12, 2026.
2. Making major changes is **much easier** before the year ends. Data are fresher and the process is as simple as submitting a Demographic Correction Request (DCR). As of 2025, some changes to a past year (i.e., closed year) require proof.

3. Check your Work List.

To help your retirees have a **smooth retirement process**, make sure to check your Work List as soon as you receive an email notifying you of a new request.

In fact, it is good practice to check it any time you are in EDX — your employees' benefit calculations and payments may depend on it.

4. Create an Inactive Employee list.

Create this list to check for inactive employees who you may need to terminate.

Employers who include an Inactive Employee list in their year-end clean-up efforts get **better overall results**. They are more likely to get all their reports posted, and their employees get more accurate member annual statements. Errors like overstated service credit get corrected before statements are printed.

Employer Service Center page 1 | ESC contact information

OREGON PERS

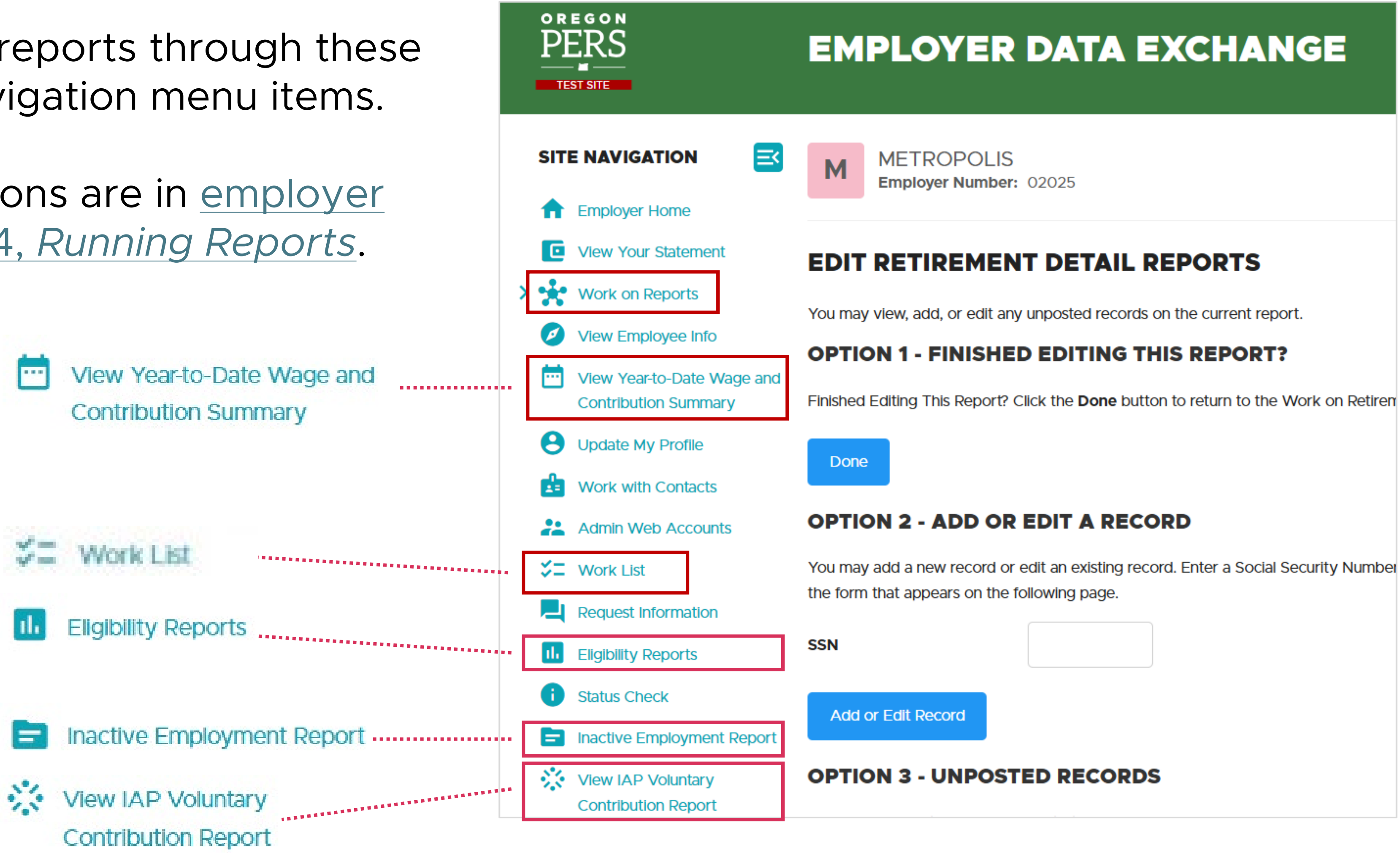
www.oregon.gov/pers/emp/Documents/Employer-Publications/Manuals-Guides/Four_Steps_to_Posted_Reports_Checklist.pdf

Quick reminders

Running reports

Access reports through these Site Navigation menu items.

Instructions are in [employer guide 24, *Running Reports*].

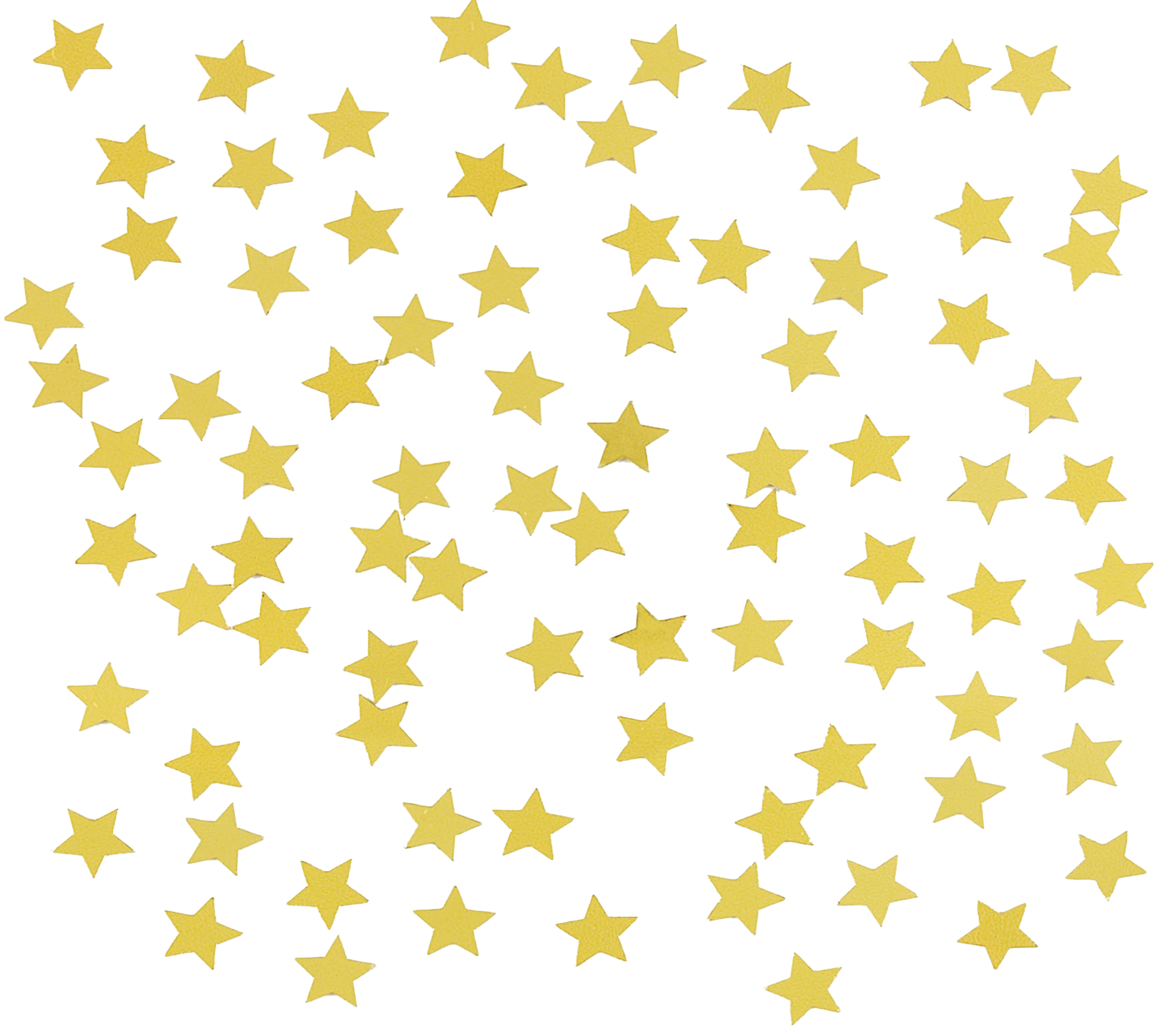


Quick reminders

Shoot for the star

Superhero Gold Star Award

Employers who submit 100% of their Regular reports on time* the whole calendar year receive this award from the Employer Service Center.



*Within three business days after the due date. Due dates are on the [EDX Regular Report dates webpage](#).

Detail 2 Wage and Service record

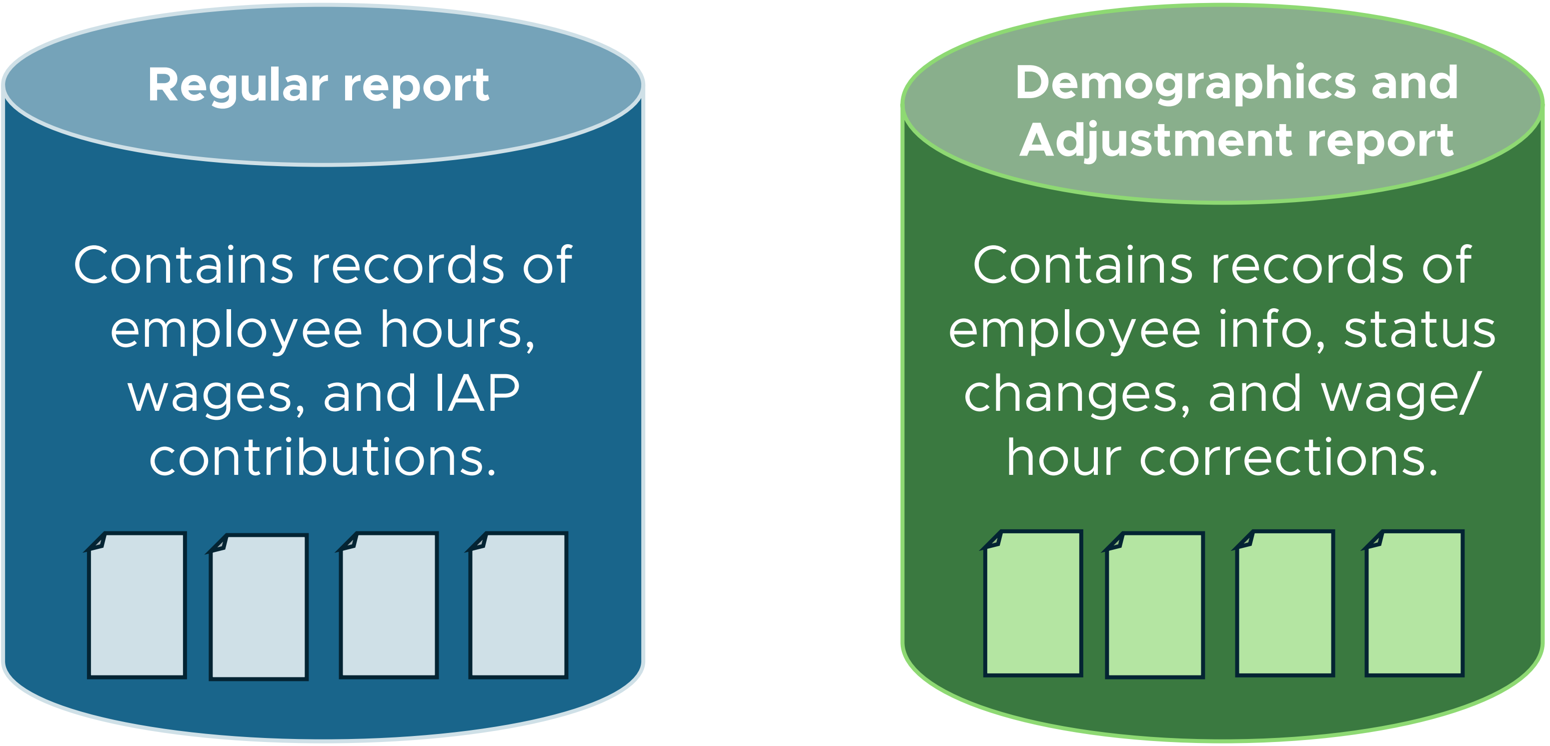
- Reports review
- Records review
- Due dates
- Purpose of a Detail 2 record
- Detail 2 fields
- Reporting wages for a qualifying position
- Reporting wages guides: qualifying and non-qualifying
- Tips to avoid errors
- Quick-reference guides

Detail 2 Wage and Service record

Reports review

Report information to PERS with reports. Reports contain records.

There are two types of reports.



Detail 2 Wage and Service record

Records review

Records contain data. **There are two types of records.**

Detail 2 - Wage and Service records contain data about **wages**.

- Wages earned
- Hours worked
- IAP contributions
- Special payments

Detail 1 - Member Demographics records contain data about **people**.

- Hired
- Type of job
- Terminated
- On leave

Detail 2 Wage and Service record

Due dates

Detail 2 records:

- Contain your payroll data.
- Are submitted with your regular reports.
- Are **due on specific dates.**

Regular report dates

Monthly		Semi-Monthly		Bi-Weekly		Weekly	
Report Date:	On time if released on:	Report Date:	On time if released on:	Report Date:	On time if released on:	Report Date:	On time if released on:
1/31/2026	2/4/2026	1/15/2026	1/21/2026	1/9/2026	1/14/2026	1/2/2026	1/7/2026
2/28/2026	3/4/2026	1/31/2026	2/4/2026	1/23/2026	1/28/2026	1/9/2026	1/14/2026
3/31/2026	4/3/2026	2/15/2026	2/19/2026	2/6/2026	2/11/2026	1/16/2026	1/22/2026
4/30/2026	5/5/2026	2/28/2026	3/4/2026	2/20/2026	2/25/2026	1/23/2026	1/28/2026
5/31/2026	6/3/2026	3/15/2026	3/18/2026	3/6/2026	3/11/2026	1/30/2026	2/4/2026
6/30/2026	7/6/2026	3/31/2026	4/3/2026	3/20/2026	3/25/2026	2/6/2026	2/11/2026
7/31/2026	8/5/2026	4/15/2026	4/20/2026	4/3/2026	4/8/2026	2/13/2026	2/18/2026
8/31/2026	9/3/2026	4/30/2026	5/5/2026	4/17/2026	4/22/2026	2/20/2026	2/25/2026
9/30/2026	10/5/2026	5/15/2026	5/20/2026	5/1/2026	5/6/2026	2/27/2026	3/4/2026
10/31/2026	11/4/2026	5/31/2026	6/3/2026	5/15/2026	5/20/2026	3/6/2026	3/11/2026
11/30/2026	12/3/2026	6/15/2026	6/18/2026	5/29/2026	6/3/2026	3/13/2026	3/18/2026

PERS : Employer EDX Regular report dates : Employers : State of Oregon

Detail 2 Wage and Service record

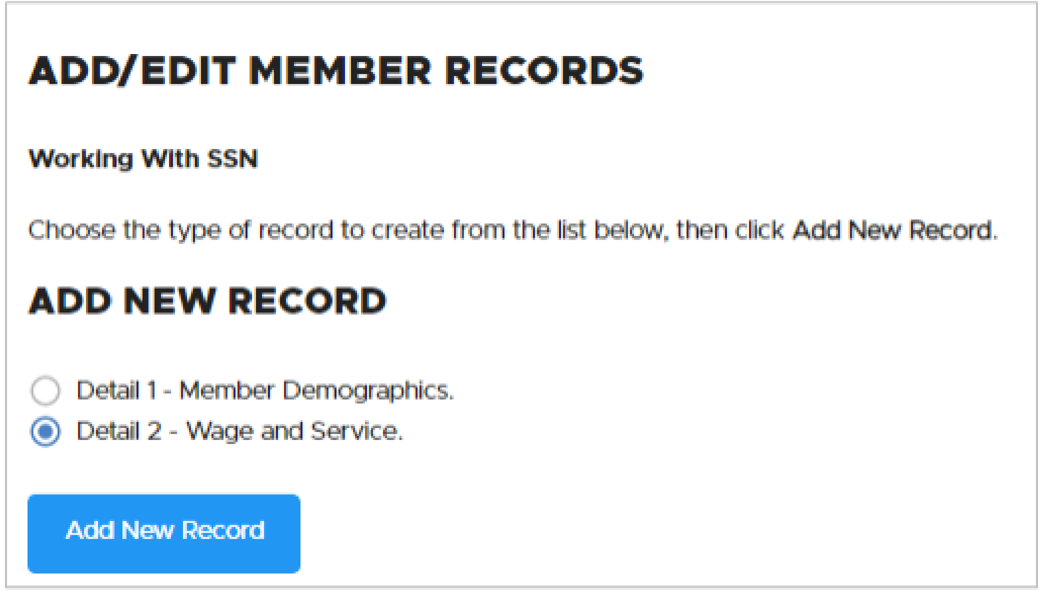
Purpose of a Detail 2 record

Informs PERS about different types of pay your employee received.

It also enables you to:

- Back out …
- Change …
- Add …

  pay to a previous pay period.



OREGON PERS PUBLIC EMPLOYEES RETIREMENT SYSTEM

Detail 2 Wage and Service record

Purpose of a Detail 2 record

A Detail 2 record is submitted to report every employee's —

wages earned +

hours worked +

IAP contributions (if qualifying)

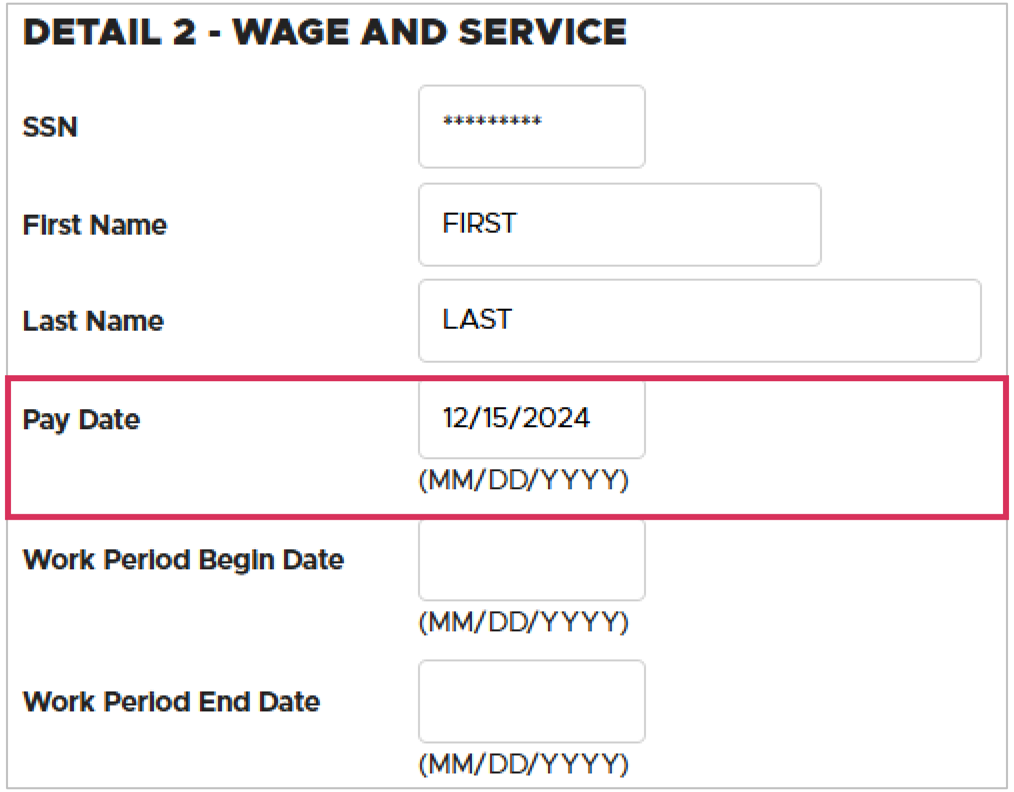
for each pay period.

Detail 2 Wage and Service record

Detail 2 fields

Pay Date — The date printed on the employee's paycheck.

TIP: When you manually add records to a report, this field populates with the report date. You need to change it to the actual pay date for which you are reporting.



Detail 2 Wage and Service record

Detail 2 fields

Work Period Begin Date

Work Period End Date

Local government employers *always* use Work Period Begin/End Dates on Detail 2 records when reporting wages, hours, and contributions.

They use two Detail 2 records to report wages, hours, and contributions for pay periods that cross a monthly boundary.

Non-local government employers, such as schools, *never* use Work Period Begin/End Dates on Detail 2 records when reporting wages, hours, and contributions.

They use a single record to report a pay period.


DETAIL 2 - WAGE AND SERVICE

Work Period Begin Date
(MM/DD/YYYY)

Work Period End Date
(MM/DD/YYYY)

Detail 2 Wage and Service record

Detail 2 fields

Hours Worked (Regular) — Includes regular hours plus any paid leave, including vacation or sick leave, an employee used in that reporting period.

Hours Worked (Overtime) — Any overtime hours worked in that reporting period.

Hours Worked (Regular)	128.01
Hours Worked (Overtime)	0.00

Detail 2 Wage and Service record

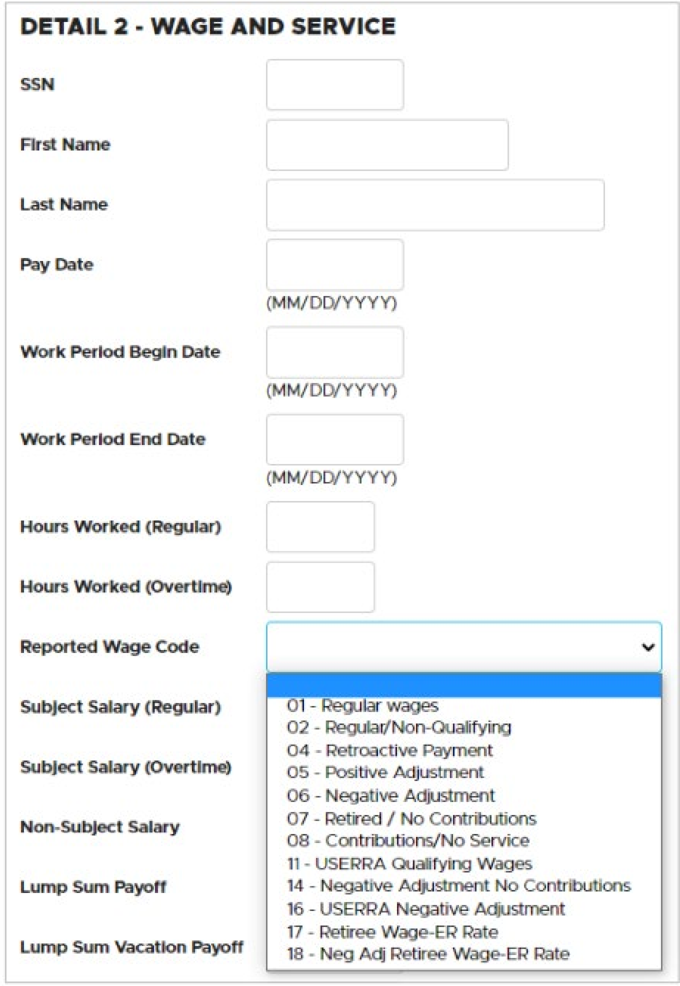
Detail 2 fields

Reported Wage Code — Tells EDX the type of payment being paid. It must match employee's status.

There are 12 types of wages and wage adjustments you can choose on a Detail 2 record.

The most-used codes are:

- 01 - Regular Wages
- 02 - Regular/Non-Qualifying
- 17 – Retiree Wage


DETAIL 2 - WAGE AND SERVICE
SSN
First Name
Last Name
Pay Date
(MM/DD/YYYY)
Work Period Begin Date
(MM/DD/YYYY)
Work Period End Date
(MM/DD/YYYY)
Hours Worked (Regular)
Hours Worked (Overtime)
Reported Wage Code
01 - Regular wages
02 - Regular/Non-Qualifying
04 - Retroactive Payment
05 - Positive Adjustment
06 - Negative Adjustment
07 - Retired / No Contributions
08 - Contributions/No Service
11 - USERRA Qualifying Wages
14 - Negative Adjustment No Contributions
16 - USERRA Negative Adjustment
17 - Retiree Wage-ER Rate
18 - Neg Adj Retiree Wage-ER Rate
Subject Salary (Regular)
Subject Salary (Overtime)
Non-Subject Salary
Lump Sum Payoff
Lump Sum Vacation Payoff

For descriptions of the wage codes, see Employer-Guide-Quick-Ref_Wage-Codes-11-22.pdf.

For instructions on making a positive or negative wage adjustment, read Employer-Guide_Ch23-Submitting-Adjustment-Record.pdf.

For instructions on reporting Uniformed Services Employment and Reemployment Rights Act (USERRA) wages, read Employer-Guide-12-Military-Leave.pdf.

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Detail 2 Wage and Service record

Detail 2 fields

Qualifying position (aka active)

A "qualifying position" is one that qualifies to earn PERS benefits based on meeting the requirement of serving 600 hours a year.

Wages for a qualifying position are reported as wage code 01 – Regular Wages.

Note: Only active, nonretired members can be in a qualifying position. Working retirees are in retiree positions.

Employer-Guide-Quick-Ref_Partial-Year.pdf

Employer reporting guide 20, *Creating a DCR*

Non-qualifying position

A "non-qualifying position" does not qualify to earn PERS benefits because it does not meet the requirement of working 600 or more hours a year.

Wages for a non-qualifying position are reported as wage code 02 – Regular/Non-Qualifying.

Note: An employee working more than one non-qualifying position can become qualifying if all hours combined equal 600 or more in a calendar year.

Detail 2 Wage and Service record

Detail 2 fields

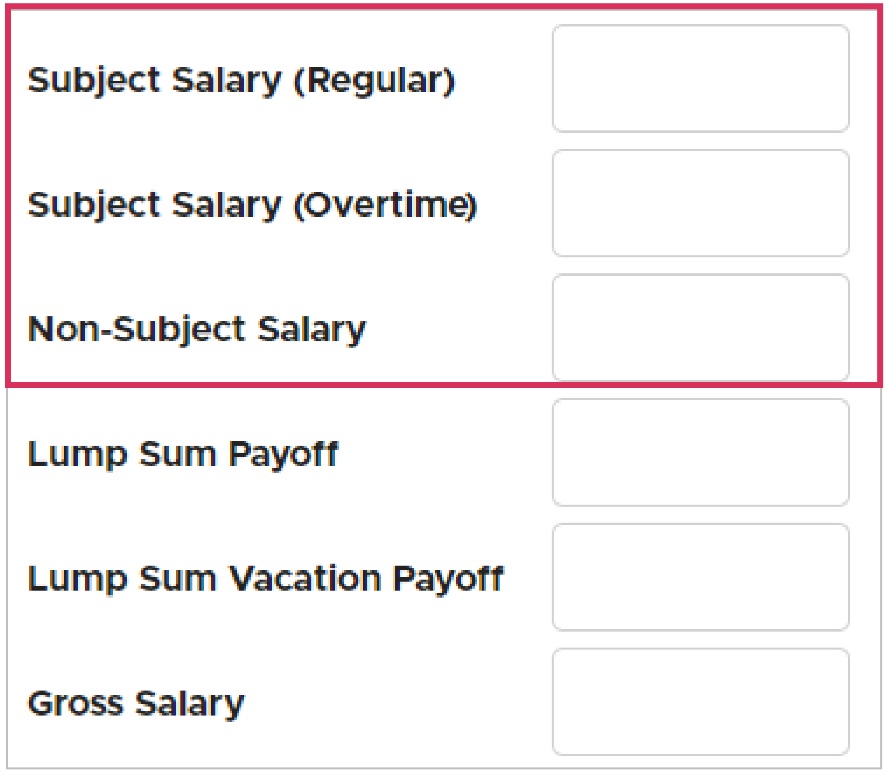
Salary — All salary must be reported to PERS.

Subject salary (regular and overtime) is subject to contributions.

Non-subject salary is not subject to contributions.

TIP: Non-qualifying wages are usually reported in the Subject Salary field. The wage code tells EDX not to charge pension contributions.

Learn more in the *Correct Usage of Subject and Non-Subject Salary Fields* quick-reference guide.



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Detail 2 Wage and Service record

Detail 2 fields

Subject salary

Payments on which an active member earns benefits, and employer and member pay contributions (if qualifying). Regular salary is subject.

Non-subject salary

Payments on which a member does not earn benefits and employer and member do not pay contributions. Certain special payments are non-subject.

To see if a payment is subject or non-subject salary, review the Payment Categories chart (snippet shown on next slide).

Detail 2 Wage and Service record

Detail 2 fields

Chapter 238 Tier One/Tier Two and OPSRP Pension Program Payment Categories

Payment Type	Description	Ch. 238 Tier One/Tier Two members (ORS 238)	OPSRP Pension Program members (ORS 238A)	Report this payment in the EDX DTL2 record field:
	(Determine whether payment fits general description)	*This type of payment is:*	*This type of payment is:*	
Accrued compensatory time	A lump-sum payoff of compensatory time. Compensatory time is paid leave accrued for unpaid time worked above and beyond an employee's regular hours.	Subject	Non-subject	**Lump-sum Payoff**
Accrued sick leave	A lump-sum payoff of accrued sick leave.	Non-subject	Non-subject	**Non-Subject Salary**
Accrued vacation leave	A lump-sum payoff of accrued vacation leave. Includes any portion of accrued personal time off (PTO) the employer identifies as vacation leave.	Subject	Non-subject	**Lump-Sum Vacation Payoff**
Accrued paid leave (other)	A lump-sum payoff of any paid leave other than accrued comp time, sick leave, or vacation leave.	Subject	Non-subject	**Lump-sum Payoff**
Advance against future wages	Compensation for work not yet performed.	Non-subject	Non-subject	**Non-Subject Salary**
Allowances, non-taxable	Allowances, excluded from taxable income — includes remuneration in the form of living quarters, lodging, board, or other items of value. See also **Expenses**.	Subject	Non-subject	**Lump-Sum Payoff**
Allowance, taxable	Allowances included in taxable income — includes remuneration in the form of living quarters, lodging, board, or other items of value.	Subject	Subject	**Subject Salary, Regular**
Annuities	Payments to a tax sheltered or deferred annuity made at the election of an employee.	Subject	Subject	**Subject Salary, Regular**

Payment-Categories.pdf

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Detail 2 Wage and Service record

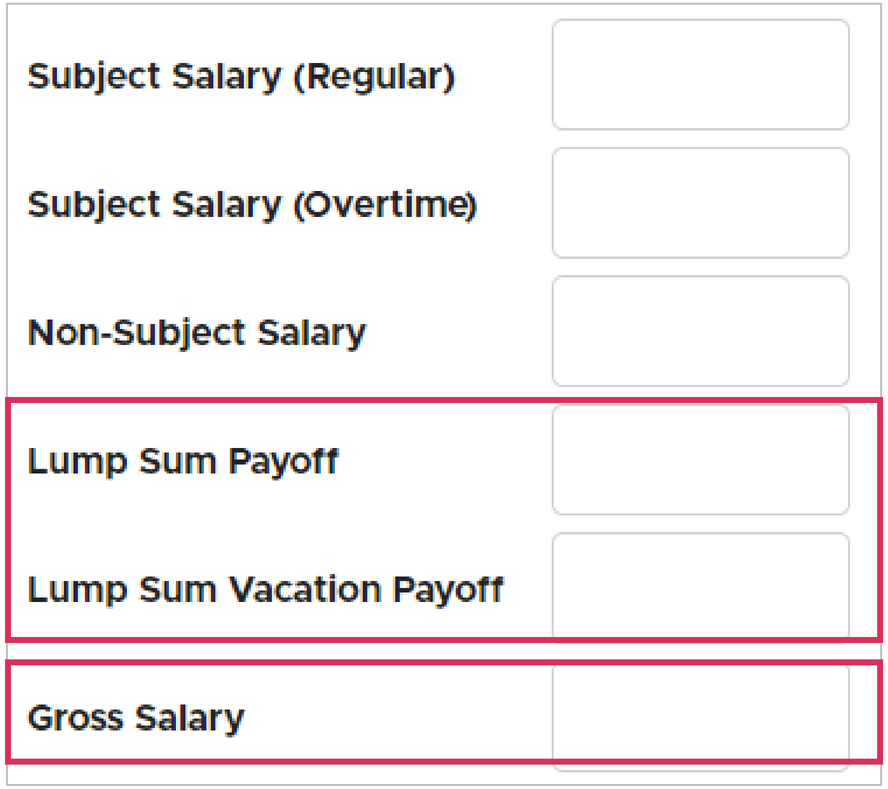
Detail 2 fields

Lump Sum — for all lump-sum payments except vacation pay.

Lump Sum Vacation Payoff — for reporting vacation lump sums only.

Gross salary — the sum of all other salary entries on a Detail 2 record. EDX will not calculate gross salary, but it will check your calculation for accuracy.

PAYMENT CATEGORIES CHART



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Detail 2 Wage and Service record

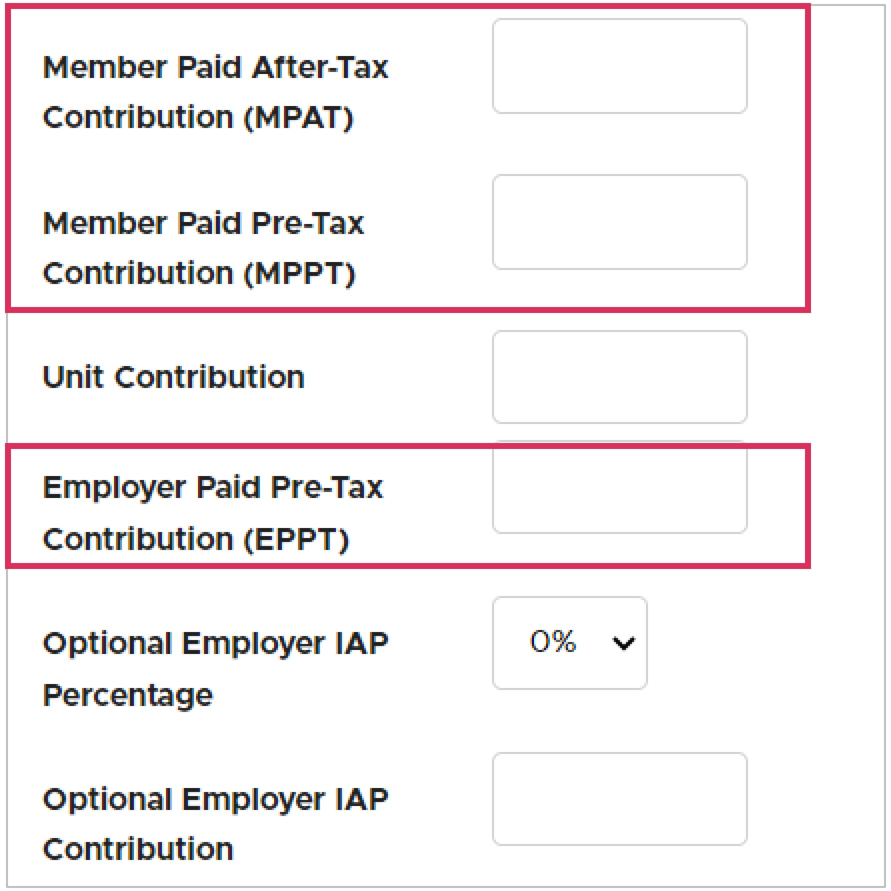
Detail 2 fields

MPAT, MPPT, and EPPT — for employee's 6%-of-salary IAP contribution. The field you should use is based on an agreement established between PERS and your organization:

MPAT member-paid after tax. Contribution is deducted from employee's paycheck after taxes.

MPPT member-paid pre-tax. Contribution is deducted from employee's paycheck before taxes.

EPPT employer-paid pre-tax. Contribution is paid by employer on employee's behalf (often referred to as the "employer pickup").



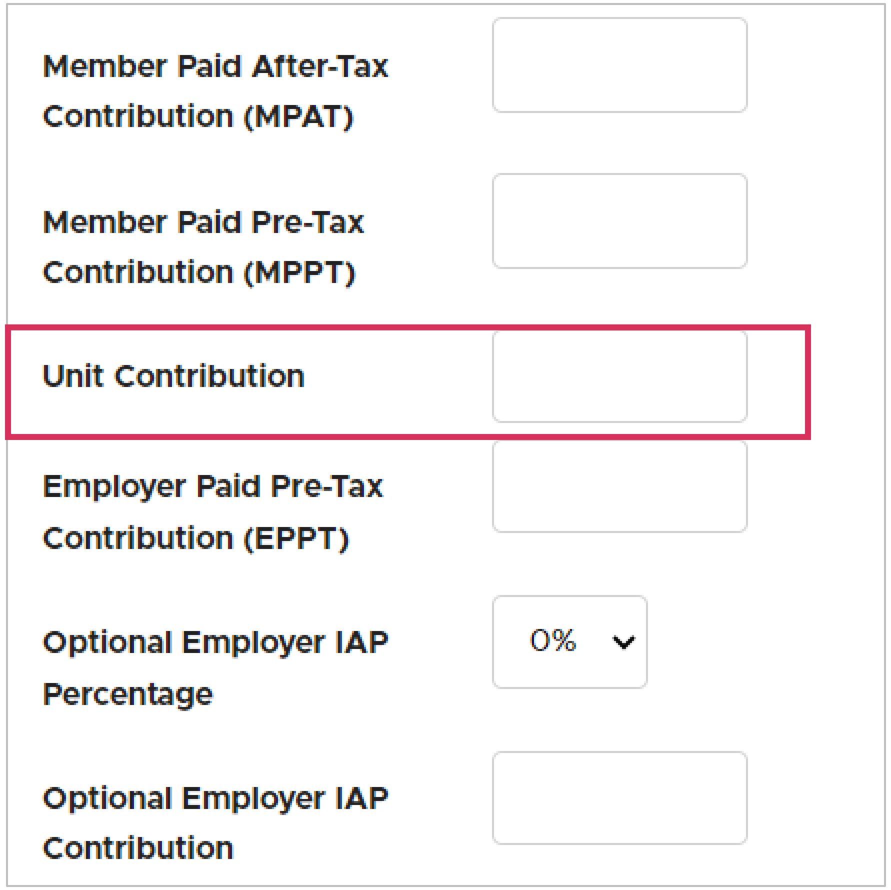
Detail 2 Wage and Service record

Detail 2 fields

Unit Contribution — This field is used only if you are reporting unit contributions for a Tier One/Tier Two member in the Police and Fire job classification who has elected to participate in the unit program.

About the unit program

Learn more in Beginner Employer Training Manual 1 page 28 and on the Tier One/Tier Two Purchases webpage, section “Police and Firefighter Purchases,” “Unit Purchase at Retirement.”



Detail 2 Wage and Service record

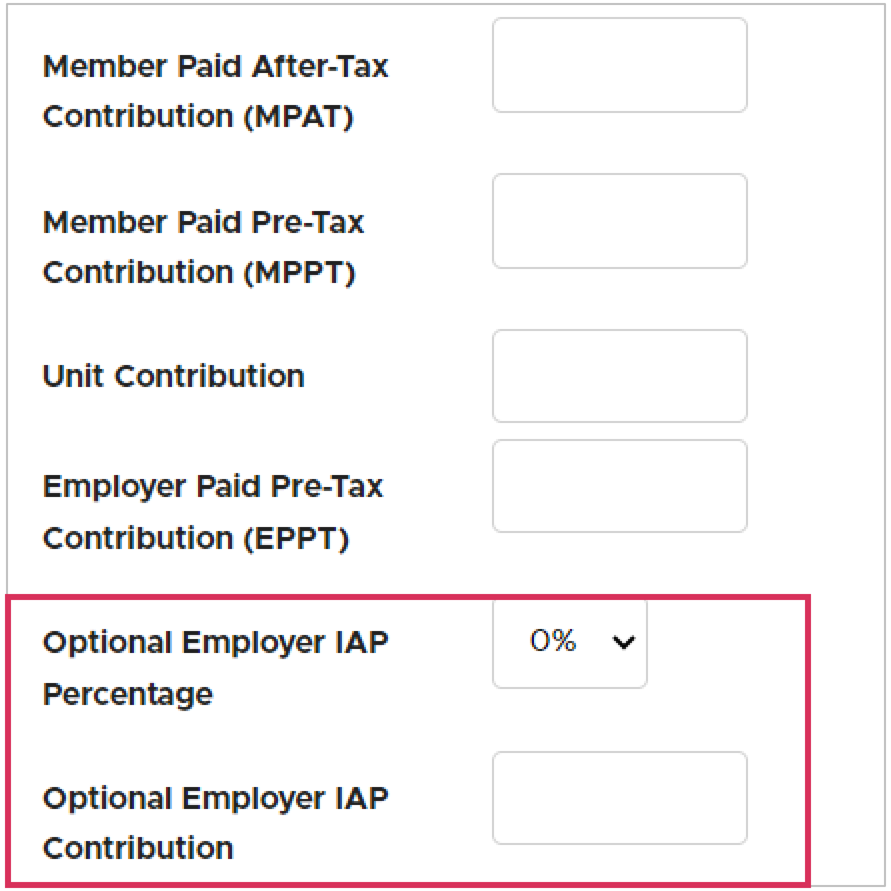
Detail 2 fields

Optional Employer IAP Percentage and Contribution — These fields are only used if you are reporting for an employer who has elected to provide the optional employer IAP to qualified employees.

The contribution percentage goes in the percentage field and the dollar amount goes in the contribution field.

Note: Optional employer IAP is not the same thing as the 6% IAP contribution or a voluntary contribution.

Learn more about optional employer IAP in the *Detail 2 Wage and Contribution Fields guide*.



Detail 2 Wage and Service record

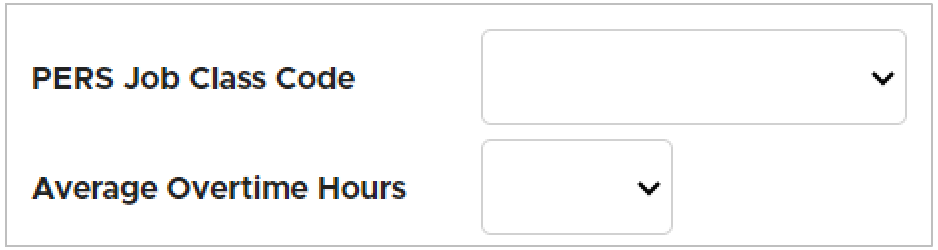
Detail 2 fields

Job Class Code and Average Overtime Hours —

Leave these fields blank. They are **only** reported on a Detail 1 new-hire record.

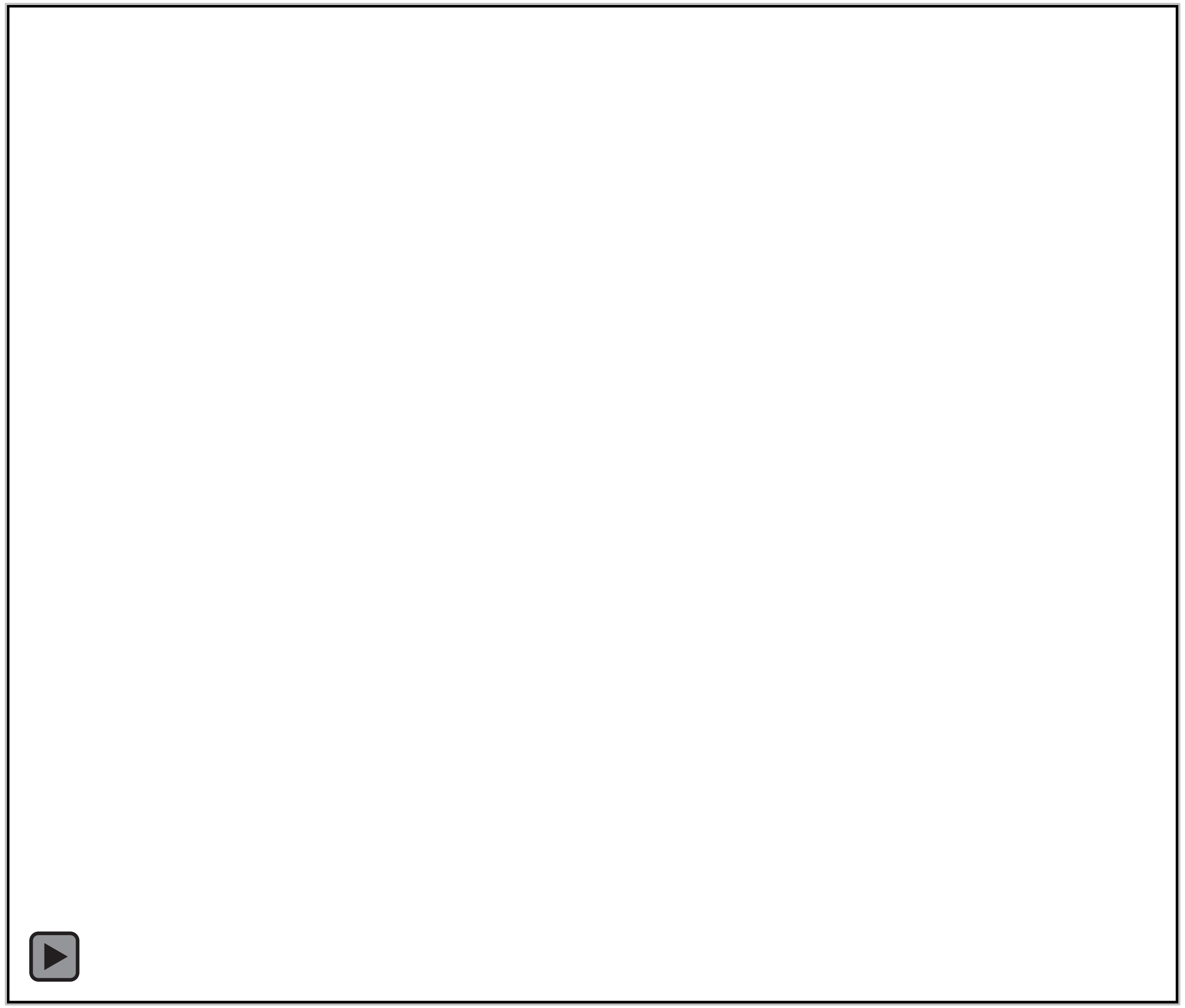
Making changes

To change an employee's job class or average OT number, do not use a Detail 2 record. **Instead, submit a Demographic Correction Request (DCR)** asking PERS staff to make the change.



Detail 2 Wage and Service record

Reporting wages for a qualifying position



Detail 2 Wage and Service record

Reporting wages for a qualifying position

Find step-by-step instructions on:

- How to submit your Detail 2 records.
- Reporting for a **qualifying employee**.
- Reporting for school employers and local government.
- What to do in each of these situations.

Reporting wages for a qualifying employee

Employer-Guide_Ch9_Reporting-Q-Wages.pdf

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Detail 2 Wage and Service record

Reporting wages guides: qualifying and non-qualifying

Reporting wages and contributions

9	10
Reporting Wages for a Qualifying Employee	Reporting Wages for a Non-Qualifying Employee
Example of how to report wages and hours for an individual employee. (Revised 03/2024)	How to report wages and hours for an individual employee in a non-qualifying position. Includes instructions for changing employee to qualifying status. (Published 03/2024)

Linked on the Employer Manuals and Guides webpage.

Detail 2 Wage and Service record

Tips to avoid errors

1. Make sure to report wages at the **end of a qualifying employee's wait time** on a Detail 2 record correctly.

   This guide breaks down how to correctly enter the information if you are a local government or school employer: guide 9, *Reporting Qualifying Wages* (PDF) (Reporting wages at the end of wait time)

2. Submit **all wages for all employees**, even if non-qualifying.

   All employees paid by you (the employer) are to be reported unless they fall under an exception.

3. Local government employers: make sure you know how to report if a **pay period crosses a monthly boundary** (hint: you will need two records).

Detail 2 Wage and Service record

Quick-reference guides

Quick-reference guides
Listed on Employer Manuals and Guides webpage.

Link to webpage is also on the Training webpage in the Self-learning materials section.

Every circled guide is helpful for creating Detail 2 records.

Employer Reporting Quick Reference Guides

Wage Codes

Definitions of wage codes used on a Detail 2 Wage and Service record. (Revised 02/2025)

Job Classification Codes

Definitions of PERS job classifications and descriptions of jobs that qualify for each job class. (Revised 01/2025)

Detail 1 Member Demographics Fields

Definitions of the fields on a Detail 1 record, when each field is required, and instructions for reporting demographic changes. (Revised 12/2025)

Correct Usage of Subject and Non-Subject Salary Fields

Explanation of when to report wages in the Non-Subject Salary field of a Detail 2 record, demonstrated through 10 sample reporting situations. (Published 06/2025)

Determining Qualification for a Partial Year

How to determine if less than a full year of work is qualifying or non-qualifying. (Revised 05/2025)

Glossary

Definitions of terms used in PERS reporting. (Revised 12/2024)

Status Codes

Definitions of status codes used on a Detail 1 Member Demographics record. (Revised 02/2025)

EDX File Format and Development Guide

Format specifications and requirements for uploading Detail 1 and Detail 2 record data files to EDX. (Revised 07/2025)

Detail 2 Wage and Service Fields

Descriptions of the type of salary, lump-sum payoff, and contribution information to enter in each field of a Detail 2 record and whether it is required or optional. Includes section for local governments on using work period date fields. (Revised 05/2025)

Choosing the Best Reporting Method

Checklists of what type of reports and records are best to use when reporting wages and hours, employment status, and demographic information. (Revised 05/2025)

EDX Site Navigation Menu Items

Descriptions of all 14 functions on the EDX main menu and what they do (including two exclusively for web administrators). (Revised 06/2025)

Employer Service Center help and support

- Reach out for help
- Individual support
- Resources
- Employer education resources

ESC help and support

Reach out for help, if needed

Last but not least —

Please reach out for help.

Phone numbers and email addresses are at:

www.oregon.gov/pers/emp/Pages/ESC-Representatives.aspx

OREGON PERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

ESC help and support
Individual support

Employer Service Center call center

Quick questions and employee status checks

General knowledge about EDX reporting

Hours
8:30 a.m.–12 p.m., Monday to Friday (excluding holidays)

Phone
888-320-7377: press 4 to reach ESC

Email
PERS.EDX.Support@pers.oregon.gov

Fax
503-603-7626

OREGON PERS
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ESC help and support

Individual support

Employer Service Center representatives one-on-one help

Individualized help with EDX reporting.

Can log into your EDX account to help solve issues.

Grouped into teams for specialized knowledge:

1. Local government employment
2. State agencies
3. Schools, Oregon University System, and community colleges

Contact information listed on: https://www.oregon.gov/pers/emp/Pages/ESC-Representatives.aspx

To reach your representative:

- Call between 8 a.m.–4 p.m., Monday to Friday (excluding holidays).
- For a longer appointment, or one-on-one working session, email your representative to schedule time.

1-on-1

ESC help and support

Resources

Detail 2

Guide 9, *Reporting Wages for a Qualifying Employee*

Guide 10, *Reporting Wages for a Non-Qualifying Employee*

Regular report dates

PERS: Employer EDX Regular report dates : Employers : State of Oregon

Submitting a Demographic Correction Request

Guide 20, *Creating a DCR*

ESC help and support

Resources

Questions and one-on-one help
Contact your Employer Service Center (ESC) account representative

Information about training
Email ESC employer trainer Rachel Schizas rachel.schizas@pers.oregon.gov

Webinar presentations, Q&As, and training materials webpage
PERS Employer Training webpage

ESC help and support

Employer education resources

- New Employer Reporter Welcome Guide
- PERS Member Journey illustration
- Thursday meet ’n greet (email the employer trainer)
- Live beginner employer training (first item in the Beginner employer-reporter training and resources dropdown)
- Recorded beginner employer training (under Beginner employer-reporter training and resources dropdown, scroll down)
- Training webinars w/Q&A (first item in Training webinars dropdown)
- Previous webinars (in Training Webinars dropdown)
- ESC call center
- ESC representatives one-on-one help (scroll to ESC representatives)
- Monthly newsletter (delivered monthly by email then posted online)
- Twenty-eight employer reporting guides
- Eleven quick-reference guides
- Employer website
- Videos (Training webpage, Training video library section)

Questions and answers

Questions and answers

- Raise your hand to speak (preferred) or ask in the chat.
- An ESC representative will answer your question, if possible. More complicated questions may require a follow-up.
- Do not use employee names or any personal information.

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THANK YOU